



changing minds changing work

# BULLETIN

HSBC Section  
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## ORGANISING IN HSBC

### Jointly accredited office reps - vacancies

This role isn't easy, but it is rewarding and satisfying and a real development opportunity.

We need skilled and talented individuals who will:

- help solve problems and give advice to members,
- recruit and represent members,
- ensure that workplaces are safe,
- consult with and respond to local management on members' views at local level.

To ensure that we have a strong network of confident and effective Jointly Accredited Office Reps (JAORs) we offer the following training to potential JAORs:

- ▼ assertiveness,
- ▼ effective communication,
- ▼ time management,
- ▼ presentation skills,
- ▼ interview techniques,
- ▼ organisational planning,
- ▼ recruitment techniques,
- ▼ problem solving.

If you want to extend yourself, develop the above skills and help other members, this is the role for you.



If you would like to join our national team of JAORs, then please fill in the form overleaf, or ring:

Cathy Tinston 0161 742 2103

Ben Vulliamy 0161 910 2212  
Midnet 7412 2212

Paul Murray 020 7260 7418  
Midnet 7903 7420

Julie Whalley 020 7260 7418  
Midnet 7903 7429

Cathy Tinston, development officer



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### Can you help us expand the JAOR network?

The more JAORs we have the more help and support will be available to you.

Do you know a UNIFI member who would make a good JAOR? They need to have:

- good communication skills,
- innovative problem solving skills,

- strong organisational skills, and above all,
- interpersonal skills.

We are improving our JAOR training courses to focus on these skills so that JAORs will be more confident and equipped to tackle the very important tasks of recruitment, representation, health and safety and consultation with local management.

### Do you know a UNIFI member who would be a good JAOR?

#### APPLICATION TO BE A JOINTLY ACCREDITED OFFICE REP

I am willing to accept the position of JAOR/FDOR\* \*delete as appropriate

Full name .....Date of birth .....

UNIFI membership number .....

Full branch/department number .....

.....Sort code ..... Staff number.....Grade .....

Home address .....

Tel internal ..... External .....

Signature .....

#### Proposed by:

Proposer's name ..... UNIFI membership number .....

Full branch/department address .....

..... Sort code .....

Signature .....

#### Seconded by:

Seconder's name ..... UNIFI membership number .....

Full branch/department address .....

..... Sort code .....

Signature .....

Please return the completed form to  
Cathy Tinston at UNIFI, 4 Brewery Yard, Deva Centre, Trinity Way, Salford M3 7BB